

# NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-012

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: BARTENDER, NA-7405-03, \$7.19 PER HOUR  
BARTENDER, NA-7405-05, \$8.62 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);  
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

## SUMMARY OF DUTIES:

**NA-03:** Operates limited service bars such as portable bars for private parties and banquets. Mixes and serves a limited variety of alcoholic and nonalcoholic drinks to order. May serve sandwiches and snack items. Prepares fruit or decorations for drinks. Collects money for beverages or items sold, and makes change, operating a cash register. Checks inventory of liquor, beer, wines, and other items and informs supervisor of needed items. Assures area is clean, sanitary and free of such hazards of spilled food or drinks; secures bar at closing time. Uses tact and courtesy to deny further sale of alcoholic beverages to patrons whose conduct has become unruly or appears inebriated.

**NA-05:** Mixes and serves a wide variety of alcoholic drinks to order including exotic drinks such as Alexander. Assists customers by discussing kinds of beverages available, contents, and occasionally mixing special drinks according to customer direction. May serve soft drinks, sandwiches, and snack items. May prepare some items such as sandwiches and appetizers. Prepares fruit or decorations for drinks. Collects money for beverages or items sold, and makes change, operating a cash register. Checks inventory of liquor, beer, wine, and other items; requisition items needed for complete operation of the bar or informs supervisor of needed items. Uses tact and courtesy to deny further sale of alcoholic beverages to patrons whose conduct has become unruly or appears inebriated.

**QUALIFICATIONS:** Applicants must indicate how they acquired the knowledge, skill, and ability through experience, education, or training in the following job elements: (1) Ability to do the work of Waiter without normal supervision; (2) Work practices (includes keeping things neat, clean, and in order following standard sanitation practices); (3) Technical practices (i. e., serving techniques); (4) Ability to interpret instructions, specifications, etc. (i. e., menu items); (5) Ability to use and maintain food service utensils and equipment; (6) Dexterity and safety practices. Must be 18 years of age at time of appointment. Applicants must have favorable results on pre-employment background checks.

- The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.
- Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180-day period or their applications will be placed in the inactive files.
- Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.
- Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.
- All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).
- Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.
- The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case-to-case basis.



**WHERE TO APPLY:** Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

RELEASING AUTHORITY: HAROLD M. COX, JR.  
NAF Human Resources Officer